

8100 PROCEDURE 800

Notification of Serious Injury / Fatality / Near-Serious Accidents

(October 2015)

[\(See Policy 1712 - Serious Accident Notifications\)](#)

[\(See HB 8100p804 – Notification to California -Occupational Safety and Health Administration \(Cal/OSHA\) Notification\)](#)

[\(See FC-800 – CAL FIRE Operational and Program Notification\)](#)

CAL FIRE CC will be responsible for notifications of serious injuries, fatalities and near miss incidents using the CAL FIRE Operational and Program Notification (FC-800). The distribution process will assist in timely notification of staff within the operational and program functions. The FC-800 will be processed and forwarded for incidents involving a CAL FIRE employee or any person working under the direction of a CAL FIRE employee.

Below are the criteria that require the completion of the FC-800:

- In-patient hospitalization for more than 24 hours, for other than medical observation
- Loss of a body part
- Serious disfigurement
- On-Duty death
- Serious Burns [\(See Policy 1811 – Burn Categories\)](#)
- Near-Serious Accident [\(See Policy 1714.1– Near-Serious Accident\)](#)

Responsibilities and Action

Any CC

1. Receive report and record information in the system of record.
2. If applicable dispatch resources as described in the standard response plan.
3. Notify Duty Chief.
4. Assure that the following actions are initiated;
 - a. Provide CAL FIRE liaison at hospital.
 - b. Provide family contact information to the liaison as directed by the Duty Chief.
 - c. Notify Unit Safety Program Chief and Return to Work Coordinator.

- d. If incident meets Cal/OSHA notification criteria, notify Cal/OSHA immediately (but no longer than eight (8) hours after the employer is notified) ([See HB 8100p804 – Notification to California -Occupational Safety and Health Administration \(Cal/OSHA\) Notification](#)).
 - e. Notify Coroner if a fatality occurred.
5. If Procedure 800 criteria is met, CC will have four (4) hours to call the Region Duty Officer, complete the initial [FC-800](#), and email to Region Duty Officer.

Region OCC

1. Receive FC-800.
2. Review completed form to ensure required criteria is met, completeness and accuracy.
3. Forward FC-800 to Region Duty Chief, Region Safety Program Chief, Region Return to Work Coordinator and Sac CC.

Sac CC

1. Receive FC-800.
2. Forward to Procedure 800 Mailing List.

[\(Next Procedure\)](#)

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[\(Forms and Form Samples\)](#)